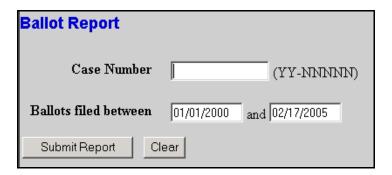
	5/01/05
CM/ECF	Chapter IV
	Queries and Reports
External User's Guide	Section 2
U.S. Bankruptcy Court, Southern District of Florida	Reports - Ballots

This procedure demonstrates the steps to create a Ballot Report.

- STEP 1 Select **Reports** from the main menu.
- STEP 2 Click on **Ballot Report**.
- STEP 3 The **Ballot Report** screen will display.
  - Enter the case number and a date range. Click Submit Report.



- STEP 4 The **Ballot Report** screen will display based on the criteria entered.
  - ♦ The document number has a hyperlink to the PDF image of the ballot. Viewing the image require a PACER login.

